



FOCUS

NEWS & VIEWS

I SPECIAL SUPPLEMENT: ACADEMIC RE-EVALUATION, CHEATING & PLAGIARISM

Regulations, procedure and conduct with regards to appeals, cheating and plagiarism presently included in items 16.4.1 and 16.4.2 of the Concordia University Undergraduate Calendar, 1977-78 have been under study for some time. This has resulted in a set of proposals appearing as Senate Documents US-77-8-D-8 (a), US-77-1-D-5, US-77-1-D-6 (a) and US-77-6-D-6 (reprinted on following pages). None of these proposals have been passed as of yet, however it is expected that Senate will vote on whether to make these proposals regulations at their next meeting. For those wishing to attend this Senate meeting, it is to be held Friday, September 30, 1977 at 2:00 pm at the Protestant School Board of Greater Montreal (Conference Room, main floor) located on the corner of Fielding and Côte St. Luc, N.D.G.

The right to appeal grades and the procedures guiding it, the rules of conduct during examinations and plagiarism are crucial aspects of student life at Concordia. As such, every student should be aware of the systems which now exist and the changes that are being proposed.

Under the Loyola system the right to appeal is irrefutable and there exists a certain equality between the student and the professor. Moreover there is one unified system. Any complaint by a professor (i.e. plagiarism) or student (appealing a grade) is handled by the same structure. The end result is an organized, relatively simple, and most important, judicious procedure for all involved.

The Sir George system, on the other hand, requires a student to pay a \$10.00 fee for re-reads and the appeals procedures are divided. This is to say that while under the Loyola system, re-evaluation, cheating and plagiarism are handled by the same structure, at Sir George there exist three different structures, one for each. At seems evident that the fee and this bureaucratic run-around is implemented so as to discourage appeals of any kind.

However, now that we are Concordia the idea is to create unity in structure and form. Thus appear these new Senate proposals. If these are passed, it is the opinion of the L.S.A. that we will be taking a step backwards. In effect we will be losing some of the rights gained over the years. The Loyola system may not be the best but when compared to the Sir George system and the new proposals, the Loyola scheme is way ahead in terms of respecting the rights and responsibilities of both students and professors.

The new system, if adopted, will introduce inequality between students and professors. The inequality is a numerical one in the sense that in the final stage of appeal the student represents a mere 2/7 ths of the Appeals Board. The inequality is further strengthened by the fact that the new proposals allow for no responsibilities on the part of the professor to accept an appeal. The student must meet with the professor. On the other hand there is no necessary initiative required on the part of the professor. What is even more disturbing is that the new proposals actually threaten the right to appeal because as they read now, a committee is the only arbitrary decision-maker when it comes to the question of whether an appeal (i.e. re-read) is valid.

The basic reasoning behind the new proposals for appeals would seem to be to save time and avoid frivolous requests. This is an insult as well as an injustice to students. The procedure is such a long and drawn out one (and, at Sir George, expensive), that anyone who is not serious about appealing would hardly bother to do so. Be that as it may, the gist of our stand is that the new proposals, if adopted, will hurt, not help the student, and as such we at the L.S.A. cannot accept them.

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III. C.O.P.- CAMPUS ORIENTATION PROGRAM

The Campus Orientation Program is over again for another year and although it was not the success that it has been in past years, no one can control the weather.

This year's program had the assistance of Molson Brewery, namely with the supplying of beer, a cash donation to C.O.P. and printing of all the tickets including those of the "milestone". The weather started out to be a problem on the 1st day, when having set everything up outside in the quad, the rain descended on our activities and there was mass confusion when everything had to be moved indoors. But Bob Cannon, C.O.P. chairman (who worked pretty much by himself all summer setting up the program) had things well in hand and continued with the proceedings. Unfortunately, due to acts of God, however, C.O.P. only saw the Great Outdoors (quad) one day out of the whole week, at which time the true spirit of Loyola C.O.P. became evident.

Aside from the regular goings-on of C.O.P. week, that being beer drinking, there were other educational activities which were on hand for the students. The Takashi Seida exhibit which dealt with the effects of mercury poisoning in Japan was a daily phenomenon in the Campus Centre which was extremely interesting. Also upstairs in the Campus Centre there was a martial arts demonstration which drew quite a crowd and was successfully undertaken. As many of you might have noticed, there were not the regular Frats and Sororities working during the week selling beer. The beer pouring and ticket selling was open to anyone who wanted a job, and we felt that it was better this way because it gave students a chance to work and as well to meet new people. After all, the whole purpose of C.O.P. week is to enable students to get away from their school work for awhile and meet new students coming in and those coming back, before everyone settles down to a year of studying.

C.O.P. week ended of course with the traditional Friday night Beer Bash, only this year it was the "1st annual milestone". For those of you who may have got confused with our new name, get out a dictionary and you'll find out that the word "milestone" means a big event. All in all, with the rain, bands showing up late, and a lot of running around the week of Campus Orientation was a success. Before ending the Blurb, the C.O.P. chairman would like to say that he greatly appreciated any help that was given by students and that without them it would not have been the C.O.P. week it was.

IV. BOOK CO-OP: WHAT HAPPENED

The L.S.A., or should I say the Education Department went out of its way these first few weeks of school to try and aid students in every way. The Book Co-op, which could have been found in the cloak room of the F.C. Smith Auditorium was a perfect example of such aid. The Co-op was a place where not only could students buy and sell books but there was also stationery supplies for sale at prices which were lower than those of the Bookstore.

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The Co-op had its problems though. Aside from the fact that there were plenty of second hand books available (which had been brought in by students), the professors added to everyone's problems by changing to new editions so that many of those texts which had been used in previous years were no longer useful. There were many complaints made by students about the fact that this was an unnecessary change in many cases and could and should have been avoided had the professor thought about the size of our wallets. One such example was that of the Economic Book by Lipsey which had been used in courses in previous years, but because there was a new edition brought out (which if I may add is not changed except of the odd question at the end of each chapter), professors insisted that their students buy the green edition.

Let's hope that maybe next year and in year to come professors not only of economics but of other faculties will consider the cost of a new book and try to get by if possible with older editions.

V. BITS & PIECES

We on the second floor of the L.S.A. building just last year lost a very good and reliable secretary, Janet Desbarats who had been the L.S.A. secretary for two years now who left her job because of a better position, where else - Ontario. We will miss her but wish her best in her new job. In the meantime, however, we have a temporary replacement, Margit Boronkay and are accepting applications from those who would like to apply for the position of L.S.A. secretary full-time. Have you heard the sweet sweet sound of music around Loyola lately? That's right, Radio Loyola is broadcasting again, after finally getting all the squeeks and squaks out of the system. According to the new program director, Don Weeks, there should be in the year ahead a lot of new and diversified sound coming over the waves. Speaking of waves and wires, for all you who enjoy talking on the phone, or who can never get in touch with that student the night before an exam, the L.S.A. Handbook and Directory will be coming out the 15th of October. The directory includes the phone numbers and addresses of all Loyola students as well as some information on the Departmental organizations and the L.S.A. in general. The printing room has been a busy place lately. Susan and myself have been working with the departmental associations showing them the do's and don'ts of the printing equipment and its operation. I'm sure though that not all you associations have learnt how to use it, and remember, no one will be able to utilize the facilities until properly taught. Also the Information Services Departmental is not responsible for printing up material for any association. The Internal Department jointly put on the Foreign Students' reception with Student Services. There was a good representation by the President and executives of all the cultural associations and a good time was had by all. Concerning future events, Cultural Week, it begins the 5th of November in the F.C. Smith Auditorium at 8:00 pm and there will be a full week of festivities. So far, many cultural associations have pitched in and help make it a success. Concerning around the city news, the newest happening down at McGill is the fact of the McGill Daily going French - the last issue of the daily was French and there will be one French issue a week, according to a staff member. The reason for this change in policy, according to their news editor, is due to the fact that McGill is 20% francophone in campus population.

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SUPP.1

US-77-8-D8 (a)

PROPOSAL FOR CONCORDIA

REGULATIONS ON ACADEMIC RE-EVALUATION

Submitted by:
Brian Slack
Eileen Preston

April 25th, 1977

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I FORWARD

The procedures for academic re-evaluation differ over the two campuses of Concordia. The appeals regulations at Loyola involve departmental committees, the decisions of which may be appealed subsequently by either the student or the professor to an Appeals Board. At Sir George Williams, department chairmen appoint a re-reader to consider the re-evaluation request, and the decision of the re-reader is final.

There are a number of problems associated with the re-evaluation procedures. Many cases are frivolous, and departments are burdened with appeals which are not based on sound academic grounds. On the other hand, there are students who feel that their legitimate requests for re-evaluation are not considered seriously enough, or take too long to be resolved.

The procedures proposed below are an attempt to ensure that each legitimate request is considered as fairly and as expeditiously as possible. They require the student to justify very clearly the grounds for the request. Under the proposals the student has the opportunity to approve the person nominated to re-evaluate the work, prior to the re-evaluation being carried out. We believe that this will give students more confidence in the re-evaluation process. At the same time, the proposals **should** protect professors from unfounded and inappropriate requests. Experience shows that many cases can be dealt with unofficially without resort to a formal re-evaluation request.

The Faculty Re-evaluation Committees will play an essential role. They will provide consistency to the re-evaluation process and will ensure that the legitimate requests for academic re-evaluation are heard as fairly and as rapidly as possible. They will provide an essential screening mechanism which will protect faculty from needless work.

The Faculty Re-evaluation Committees will comprise:

- The Assistant Dean responsible for student affairs
- Three Faculty members
- Two students
- The Registrar, or his delegate.

I FORWARD (Cont'd)

The Assistant Dean (Students) will serve as Chairman. The three faculty members and two students will be elected by the Faculty Councils. The Registrar, or his delegate, will serve as Secretary. The Committees will present annual reports to their respective Councils.

NOTE: The points which appear under the heading OBJECTIVES are intended for the information of Senators and are not designed to be incorporated in the Calendar regulations.

II

PROCEDURES

1. The first step for any re-evaluation is to consult with the professor. Students will meet with the professor to discuss course work and exams and have the material re-evaluated. The professor may either change the grade or confirm his position.
2. Should this step prove unsatisfactory the student may submit a request for an official re-evaluation to the Registrar.
3. The request must be a written one and should be made as soon as possible but no later than within 14 days of the mailing of marks from the Records Office.

OBJECTIVES

1. a) To resolve the problem by a "meeting of minds" so as to obviate the need for an official appeal.
b) To enable the students to develop a more realistic assessment of the level of their performance as a result of the comparison of their effort with the professor's expectations and possibly with the more adequate answers of other students in the course.
c) To provide an opportunity for the professor to reassess his evaluation informally out of the context of official contestation structures so that he may either change the grade or confirm the correctness of his position.
d) To bring to light any error in the calculation of marks on the part of the professor or in the recording of marks by the Registrar.
- 2.
3. In effect the majority of appeals would be received long before this date, and would be more likely to follow closely after the posting of grades in the department.

II

PROCEDURES

4. The request for re-evaluation must be a reasoned statement that specifically indicates and justifies the grounds upon which the student bases the appeal.
5. Re-evaluation will not be permitted in more than two courses in the work of one academic year.
6. The Registrar will present the request to the Faculty Re-evaluation Committee. The Committee will decide whether or not there is justification for the case to be forwarded for an official re-evaluation.

OBJECTIVES

4. a) To provide factual information to the committee.
- b) To oblige the student to make a rational consideration of the professor's justification of his position and to respond with a competent refutation.
- c) To use means more constructive and educational than the imposition of a fee in an effort to counteract the tendency of some students who submit an appeal simply because they feel they have nothing to lose in doing so.
5. -----
6. a) To screen out appeals based on reasons which do not directly relate to academic re-evaluation such as:
 - i) the student's personal, external goals, e.g. averages for admission to graduate schools;
 - ii) programme requirements, e.g. Major qualification;
 - iii) standards requirements, e.g. for Honours
 - iv) financial - employment - visas, etc.

II

PROCEDURESOBJECTIVES

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- 6.
7. If the Committee decides that the grounds are insufficient the request will be rejected and the student will be notified immediately and given reasons. If the grounds are not related to academic re-evaluation, the student will be directed to the appropriate structure.
8. If the Committee finds the grounds are sufficiently strong for the case to proceed, it will inform the Chairman of the department concerned and request him to nominate a professor who will carry out the re-evaluation. If the specialized nature of the course requires it, the Chairman will nominate from outside the university.
9. The Committee will inform the student and the professor in whose course the re-evaluation is requested of the name of the nominated reader.

6. a) and to redirect the student to more appropriate structures such as student request committees, ombudsman, chairman, access to supplementals, student services Dean's offices.
- b) To prevent waste of time and energy on appeals which are not rationally substantiated.
- c) To resolve disputes concerning the availability of material or the distribution of marks in the final rating.

II

PROCEDURES

10. If either party contests the nomination of the reader, the objection must be lodged with the Re-evaluation Committee within 7 days. The grounds for the opposition to the nomination must be stated. If the Committee sustains the objection, it will request the department chairman to supply an alternative nomination.
11. If no objection to the nominated reader is received within the required period, or if the Committee rejects the objection, the reader will be contacted by the Committee asked to carry out the re-evaluation and provided with the necessary material.
12. If the re-evaluation request is for a review of the entire course work, it is the responsibility of the student to preserve all exercises, papers, reports and other graded material for the course that has been returned and to file these documents with the application. If the student cannot provide this material, no re-evaluation will be permitted.
13. For the re-evaluation requests for a review of the final examination, it is the responsibility of the department to hold all examination scripts for a period of six months from the end of the examination period.
14. A second member of the faculty must be present at any formal oral examination. Applications

OBJECTIVES

10. To allow any feelings based on personality difference or competence to be voiced prior to the reread so as not to enter later to confuse and invalidate the academic re-evaluation. The acceptance by the student and the professor is seen to be an implicit statement of respect for the judgement of the rereader. As such it is designed to preclude any challenge of the authority of the final ruling and is seen as a necessary premise to reinforce item 17.

PROCEDURESOBJECTIVES

14. (Cont'd) for a re-evaluation involving an oral examination shall be referred to the member of faculty who was present at the oral.
15. Re-evaluations shall, where possible, include consideration of the applicant's work in the context of the performance of other students in the course.
16. Upon completion of the re-evaluation, the reader will return a written report and recommended grade to the Re-evaluation Committee.
17. The Committee will convey the decision and the report of the reader to the student and the professor. The decision of the reader is final.
18. A grade can be either raised or lowered by a re-evaluation.

CONDUCT DURING EXAMINATIONS (UNDERGRADUATE)

I GENERAL

1. Where the word 'examination' is used in these regulations it shall be taken to mean 'examination, test or similar evaluative exercise'.
2. Every examination paper shall expressly indicate the materials that a student is permitted to have with him during the examination, such as textbooks with notations, textbooks without notations, slide rules, etc.
3. Every examination paper shall expressly indicate the length of the examination and any special conditions.
4. No unauthorized materials will be allowed in the examination area.
5. No communication of any nature with any person other than one of those conducting the examination will be allowed.
6. It is the duty of the invigilators or of the other persons conducting an examination to report to the Registrar in writing any apparent instance of cheating as defined in section II.1 below.

II PROCEDURES REGARDING MISCONDUCT

1. Cheating means any dishonest or deceptive practice relating to an examination, and more particularly, but not restrictively, includes the following:
 - a) Making use of any book, paper, script, writing, drawing or anything else not expressly authorized by those conducting the examination.
 - b) Communicating during an examination with any person other than one of those conducting the examination for the purpose of obtaining for oneself or providing to another student unauthorized assistance in the taking of an examination.
 - c) Attempting to do any of the above.

- d) The possession of any unauthorized book, paper, script, writing, drawing or anything else not expressly authorized by those conducting the examination will be accepted as proof of attempting to cheat.

Any student not complying with the university regulations is liable to a charge of cheating.

2. A student who is to be charged with cheating during an examination shall be so informed by one of the persons conducting the examination. He shall be required to leave the examination room. The student shall have the option (a) to cease writing; or (b) to continue to write the examination in another location, if feasible. In the case of (a), the invigilator shall take the student's examination book, where there is one, as well as any other evidence relating to the charge. In the case of (b), the invigilator will enter a signed notation in the student's examination book at the point where the student was requested to leave the examination room on suspicion of cheating. In the case of (a) and (b), the invigilator will deliver to the Registrar the student's examination material as well as any other evidence relating to the incident.

3. If the Registrar deems it appropriate to proceed, he shall prepare a precise, written charge, dated and signed, and forward it to the Dean of the Faculty in which the student is registered.

4. The Registrar shall inform the student of the charge by Registered Mail at the last address given to the University. The Registrar's communication to the student shall include a description of the procedures and

sanctions outlined in the Calendar and shall indicate to the student that the case has been referred to the Dean of the student's Faculty. A copy of the charge shall be sent to the Dean and to the Professor of the course.

5. The student shall admit or deny the charge in writing to the Dean within 14 days of the date of its mailing. This period of time may not be extended unless the student could not reasonably have acted within the 14 days.

6. If the Registrar does not deem it appropriate to proceed, he shall so inform the student, indicating that the appropriate steps will be taken to evaluate the student according to number 17 below.

7. Where the student admits the charge, the Dean shall apply one of the sanctions set out in number 14 below.

8. Where the student denies the charge, the Dean shall offer him a choice of:

- a) a hearing by the Dean
- b) a hearing by a committee of three persons selected by the Dean from a panel nominated by the student's Faculty Council and chaired by the Dean.

A student who selects a hearing by committee may choose that the committee consist of three faculty members, or two faculty members and one student, or one faculty member and two students. Where the student does not make this choice, the Dean shall make it.

9. Where the student fails to admit or deny the charge in writing, the case shall be referred by the Dean to a committee of three persons. This committee shall be selected from the panel nominated by the student's Faculty Council and shall be chaired by the Dean.

10. The student has the right to be present at the hearing on the charge. The Dean shall inform the student in writing of the date, time and place of the hearing.

11. The decision of the Dean or of the committee shall be in writing and shall be a reasoned one and shall specify the sanction to be imposed. A copy of this decision shall be sent to the student, to the Registrar and to the professor of the course.

12. Both the student and the Registrar shall have a right of appeal to Senate either against the decision or against the sanction imposed. The appeal of the student shall be made in writing to the Secretary of Senate within 21 days of the decision. The appeal of the Registrar shall be made within 7 days. These time limits may be extended in exceptional cases by Senate.

13. The appeal shall be heard and decided in the manner deemed most appropriate by Senate.

14. Where a student admits or is found to have cheated the Dean shall impose one of the following sanctions:

- a) The imposition of a failing grade for the course related to the examination in which the cheating occurred, ineligibility to write a supplemental examination in that course, and the obligation to take and pass the equivalent of one six credit course in addition to the total number of credits required for the programme in which the student is registered.
- b) The imposition of a failing grade for the course related to the examination in which the cheating occurred, ineligibility to write a supplemental examination in that course, and the obligation to take and pass more than six credits in addition to the total

number of credits required for the programme in which the student is registered. The number of additional credits will be increased in proportion to the degree of seriousness of the offense.

15. Should a student either admit or be found to have cheated for the second time the student may be suspended or expelled from the university.

16. A sanction of suspension or expulsion as provided above is subject to confirmation by the Rector of the university.

17. Should a charge against a student not be processed or upheld, the Dean of the student's Faculty and the Registrar shall take the appropriate steps for the student to be evaluated. Where the student chose to continue writing an examination as in 2(b) above the student shall have the option to be evaluated on the basis of the original examination or to be re-evaluated.

18. Wherever reference is made above to a Dean or any other official of the university, and the Dean or other official is unable to exercise his functions, the person who is replacing him shall carry out those functions.

PLAGIARISM (UNDERGRADUATE)I GENERAL

Essays and research papers should demonstrate the student's ability to think originally and to use sources intelligently.

Plagiarism is an attempt to "pass off" the words or ideas of another author as one's own. It includes verbatim copying or translating and/or paraphrasing directly or through translation without acknowledging the source by footnotes or quotation marks. This applies to a phrase, a sentence, a paragraph, an idea, or a pattern of ideas.

If the writer is conscientious, uses common sense, and has sufficient respect for his work as well as the work of others, plagiarism should not be a problem.

Students are warned that the purchase of term papers will be regarded as an extremely serious instance of plagiarism and will be penalized accordingly.

II PROCEDURES AND SANCTIONS

1. If an instructor has reason to believe that a student has committed plagiarism, as defined above, he shall immediately inform the student concerned and discuss the circumstances with him.

2. After such discussion, the instructor shall:

- a) Decide that no further action is necessary, or
- b) Require that the work be resubmitted with appropriate changes, or
- c) Give the student an FF-20 grade in the course for which the work was done, or

- d) Refer the matter to the chairman of the department.

3. If the instructor's decision is that set out in 2(a) or 2(b), the matter shall be considered closed. If the decision is that set out in 2(c), the student may appeal it to the chairman of the department.

4. Should a student appeal a decision as set out in 2(c), the chairman of the department shall:

- a) Uphold the award of the FF-20 grade, or
- b) Cancel the FF-20 grade and decide no further action is necessary, or
- c) Cancel the FF-20 grade, and require that the work be re-submitted to the instructor with appropriate changes.

The chairman's decision shall be final.

5. If the matter is referred to the chairman of the department, as set out in 2(d), and an appropriate departmental committee exists, he shall refer it to that committee.

6. If an appropriate committee exists, the committee shall review all the circumstances with the instructor and the student, and shall:

- a) Decide that no action is necessary, or,
- b) Require that the work be resubmitted with appropriate changes, or,
- c) Decide that a formal charge shall be made against the student.

If the committee's decision is that set out in 6(a) or 6(b), the matter shall be considered closed.

7. If the matter is referred to the chairman of the department as set out in 2(d) and no appropriate departmental committee exists, the chairman shall review all the circumstances with the instructor and the student, and shall:

- a) Decide that no action is necessary, or,
- b) Require that the work be resubmitted with appropriate changes, or,
- c) Decide that a formal charge shall be made against the student.

If the chairman's decision is that set out in 7(a) or 7(b), the matter shall be considered closed.

8. If either the appropriate committee or the chairman of the department decides that a formal charge shall be made against the student, the chairman shall send that charge to the dean of the faculty in which the student is registered.

8. The formal charge to the dean shall be made in writing, and be dated and signed by the chairman of the department. The allegations must be stated there in such a way as to inform the student with precision what allegations are being made against him.

10. In the event that the instructor is himself chairman of the department, the dean of his faculty shall appoint another member of the department to act in his place.

11. The dean shall send, as soon as is reasonably possible, a copy of the charge to the student and shall inform the student of the procedures and sanctions relating to a formal charge. The dean

shall also ask the student, in writing, whether he admits or denies the charge.

12. The student shall admit or deny the charge, in writing, within 14 days of the date of its mailing to him at the last address given by him to the university. This delay may be extended in exceptional cases by the dean, but it shall not be extended unless the student could not reasonably have acted within the 14 days.

13. Where the student admits the charge, the dean shall apply the sanction set out below.

14. Whether the student does not admit or deny the charge, the dean himself shall conduct a hearing on the charge.

15. Whether the student denies the charge, the dean shall offer him a choice of:

- a) A hearing by the dean himself, or,
- b) A hearing by a committee of three persons, selected by the dean from a panel nominated by the student's faculty council.

Where the student chooses the latter form of hearing, he may choose that the committee consist of three faculty members, or two faculty members and one student, or one faculty member and two students. Where he does not make this choice, the dean shall make it.

16. The instructor and the student have the right to be present at the hearing on the charge.

17. The decision of the dean or of the committee, as the case may be, shall be in writing and shall be a reasoned one. A copy of the decision shall be sent to the instructor and the student.

18. The student shall have the right of appeal to Senate against the decision of the dean or of the committee, as the case may be. A notice of such appeal shall be made in writing to the Secretary of Senate within 21 days of the decision referred to above. This delay may be extended in exceptional cases by Senate.

19. The appeal shall be heard and decided in the manner deemed most appropriate by Senate.

20. Where a student admits or is found to have committed plagiarism the Dean shall impose one of the following sanctions:

- a) The imposition of a failing grade for the course in which the plagiarism occurred, ineligibility to write a supplemental examination, and the obligation to take and pass the equivalent of one six credit course in addition to the total number of credits required for the programme in which the student is registered.
- b) The imposition of a failing grade for the course in which the plagiarism occurred, ineligibility to write a supplemental examination in that course, and the obligation to take and pass credits in addition to the total number of credits required for the programme in which the student is registered. The number of additional credits will be increased in proportion to the degree of seriousness of the offense.

21. Should a student either admit to or be found to have committed plagiarism as set out in a charge under paragraph 9, for the second time, he shall be expelled from the university.

22. A sanction of suspension or expulsion as provided above is subject to confirmation by the Rector of the university.

23. Should a charge of plagiarism as set out under paragraph 9 against a student not be upheld, the dean of the student's faculty shall take the appropriate steps to have the work that was the subject of the charge evaluated.

24. Wherever reference is made above to a dean or any other official of the university, and the dean or other official is unable to exercise his functions, the person who is replacing him shall carry out those functions.

February 27, 1977.

To: Members of Senate
From: Student Academic Caucus (SAC)
Re: Documents on plagiarism and cheating; US-77-1-D5 & D6.

We would like to set out to members of Senate certain problems we have with the manner in which we, as Senators, have been asked to decide on the issues of plagiarism and cheating.

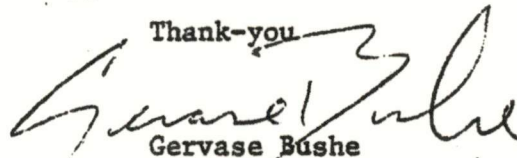
Our primary concern centers around the matter of appeals. In discussing the content of these two documents, we are discussing, in two isolated instances, the manner and procedure of appeals.

However there are other areas where students seek appeals. Appeals of honours status or of a particular course mark serve as examples.

We think that a full discussion of what constitutes a fair appeals procedure and some basic mechanisms for applying that procedure must occur before specifics are decided. Surely it is obvious to everyone the limitations that are imposed on any such dialogue when isolated instances are decided upon before the more encompassing questions are broached.

We ask Senate to table these documents until such time as the committee on appeals procedures presents to Senate a paper outlining the inherent philosophy and basic mechanisms of student appeals at Concordia.

Thank-you



Gervase Bushe

for SAC.

The LSA believes that it is essential that the following principles and guidelines be embodied in the student re-evaluation, conduct during examinations, plagiarism policies and their respective appeals' procedures when these said policies and procedures are adopted by University Senate.

1. that any and all due processes be coherent and swift.
2. that all parties involved should have access to consultation and information
3. that all parties should be judged by their peers, that is any and all appeals boards should consist of, as equally as possible, students and professors
4. that every student has the right to appeal any and all grades, marks, and charges of academic misconduct
5. that there should be no academic avenue of reprisals on students by faculty members or University administrators, for any request for re-evaluation, appeal, or defense of alleged academic misconduct
6. that it shall be the right and responsibility of both students and faculty members to meet together and/or together with an ombuds-person, should either party request such a meeting
7. that as student re-evaluation, and alleged student misconduct, or faculty misconduct is essentially a departmental affair, that any and all appeals boards should consist, as much as possible, of members of the concerned department
8. that all appeals boards may summon any witness it sees fit

A proc dure that embodies all the above would be the following:

1. the student consults with the professor involved and presents his/her case
2. if unsatisfied the student consults with an ombudsperson and presents his/her case
3. the student requests the ombudsperson schedule a meeting with the student and professor involved, and the ombudsperson
4. the chairman of the concerned department is requested by the student to strike an appeals board
5. in the case of a request for re-evaluation, the appeals board selects a re-reader who is acceptable to both the student and the professor involved

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6. in the case of a request for a re-evaluation, the re-reader submits his/her recommendation to the appeals board
7. in all cases, it is the appeals board decision that is final

It is not expected, and statistics prove, that all appeals will go through all seven stages outlined above. At the Loyola Campus last year, under the Loyola re-evaluation system, there were twenty-three grade appeals at the departmental level at the end of the fall session. Nineteen were in the Commerce Faculty, and four were in Arts and Science. Only one case required a Loyola Appeal Board be struck. At the end of the spring session there were twenty-one requests for re-evaluation at the departmental level. (This includes second term half-courses, and full (6 credit) courses. Sixteen were in Arts and Science and five were in Commerce. Again the number of Campus Appeals Boards were few; there were only three Boards of Appeal, two requested by students and one by a professor.

II.A. UNIVERSITY SENATE

University Senate is composed of sixty members and is chaired by the University Rector, Dr. John O'Brien. Senate is the "final authority in all matters pertaining to the academic programs of the University" (see Supp.A pages 103 for a full explanation of the powers of the Senate). University Senate may also make recommendations to the Board of Governors or to the University administrators as it seems appropriate.

As University Senate is the supreme decision making council in the University with regards to academic affairs, student representation on it is of utmost importance. There are four undergraduate full time day student positions open on University Senate and an election for these positions is forthcoming in the very near future.

B. FACULTY COUNCILS

There are four Faculty Councils in the University. The Faculty Council of Arts and Science, the Faculty Council of Commerce and Administration, the Faculty Council of Engineering and the Faculty Council of Fine Arts.

Student representatives are selected by the students in the respective faculties, to sit on the Faculty Councils. Fifteen of the forty-eight members of the Faculty Council of Arts and Science are students. The student compositions of the remaining Faculty Councils are: ten out of forty-five in Commerce and Administration, five out of twenty-eight in Engineering and four out of twenty-nine in Fine Arts.

Student representation on the Faculty Councils is extremely important if students are to share in the important decision-making of these Councils. The powers of the Faculty Councils are listed in Supp. A. pages 4-5.

As with University Senate, there will also be Faculty Council elections in the near future. Both bodies are important and students should have their rightful representation on them. Moreover you are not restricted to sitting on Senate and Faculty Council, there is also student representation on a number of committees attached to University Senate and Faculty Councils. Student representation is your right so take advantage of it.

3. In particular, Senate shall have the power to:

- i. recommend to the Board of Governors the conferment of all degrees, diplomas or certificates, including honorary degrees; appoint members to the Joint Board - Senate Committee that proposes candidates for honorary degrees;
- ii. grant or recommend for granting, as may be appropriate, fellowships, scholarships, prizes, medals and other awards;
- iii. initiate the consideration of any matter pertaining to the academic programme of the University, or require that any of the bodies reporting to it undertake such consideration;
- iv. delegate any of its responsibilities to the Faculty Councils, the Board of Graduate Studies, or the Computer Science Committee; receive, consider, and act upon the reports of those bodies;
- v. establish appropriate committees, boards or other bodies, and delegate any of its responsibilities to them;
- vi. consider and approve or deny recommendations from the Faculty Councils, the Board of Graduate Studies and the Computer Science Committee, concerning academic programmes in the following regards:
 - a) any changes, additions or deletions in the curriculum for degrees, diplomas or certificates, whether graduate or undergraduate;
 - b) any changes, additions or deletions in honours, major or other programmes, whether graduate or undergraduate;

- c) any changes, additions or deletions in course offerings, whether graduate or undergraduate.

In these matters, Senate may amend recommendations from the Faculty Councils or the Board of Graduate Studies or the Computer Science Committee but no amended recommendation shall take effect until it has been accepted by the body that originated it.

- vii. establish academic standards, including the standards for admission, and for the evaluation of student performance at all levels to the University;
- viii. receive and consider reports from the Faculty Councils, the Board of Graduate Studies and Computer Science Committee, on the disposition of students' requests for exemption from academic regulations; receive and decide upon appeals from decisions of those bodies regarding such students' requests;
- ix. make recommendations to the Board of Governors regarding the establishment, discontinuance or consolidation of Faculties and departments;
- x. exercise appellate jurisdiction over the decisions and actions of the Faculty Councils, the Board of Graduate Studies, the Computer Science Committee and committees created by them and of the committees of Senate;
- xi. establish procedures for the conduct of its affairs.

4. The following University bodies, with their own special powers report to Senate:

- i. The Faculty Councils;
- ii. The Board of Graduate Studies;
- iii. The Computer Science Committee.

5. The standing committees of Senate shall include initially:

- i. Steering Committee;
- ii. Curriculum Coordinating Committee;
- iii. Committee on Priorities and Resource Allocation;
- iv. University Library Committee;
- v. Honours Committee;
- vi. Academic Standards Committee;
- vii. Scholarship & Awards Policy Committee;
- viii. Research Policy Committee.

Senate shall determine the composition of the standing committees.

6. Senate shall determine the reporting requirements for all councils and committees that report to it. Senate may amend the functions of its committees, provided that the amended functions be within the area of jurisdiction of Senate.

POWERS OF THE FACULTY COUNCILS

Each Faculty Council shall have power to:

1. establish committees, and delegate any of its responsibilities to committees; receive, consider, and act upon the reports of its committees;
2. consider and recommend to Senate:
 - i. any changes, additions or deletions in the curriculum for degrees, certificates or diplomas offered within the Faculty;
 - ii. any changes, additions or deletions in honours, major or any programmes offered within the Faculty
 - iii. any changes, additions or deletions in course offerings within the Faculty;
3. decide on students' requests for exemption from the academic regulations, subject to appeal to Senate. The Faculty Council shall submit annually to Senate a report on the disposition of students' requests;
4. recommend to Senate the list of candidates for the conferment of degrees, certificates and diplomas;
5. grant Faculty awards;
6. recommend to Senate on the granting of other awards when called upon to do so;
7. recommend to Senate on the establishment, consolidation or discontinuance of departments;

8. appoint Faculty representatives to University committees when called upon to do so;
9. appoint Faculty representatives to Senate;
10. make recommendations to Senate concerning the composition of the Faculty Council;
11. make any recommendations it sees fit to Senate or to the appropriate University administrators;
12. establish procedures for the conduct of its affairs.

Approved by the Board of Governors, September 6, 1973